

**ECONOMIC DEVELOPMENT COMMISSION  
REGULAR MEETING MINUTES  
WEDNESDAY, JANUARY 9, 2013, 7:00 PM**

**PRESENT:** Chairman Sean Kelly, Vice Chairman Chris Todd, David Hurley, Stanislav Moline (arrived at 7:25) and Alternate Gilbert Gamboa

**ABSENT:** Alternate Stefanie Cunningham

**STAFF**

**PRESENT:** Lisa M. Houlihan, Assistant Town Planner and Acting Recording Secretary

**OTHERS**

**PRESENT:** Selectman James Prichard, Commission liaison

**I. CALL TO ORDER:**

Chairman Kelly called the Economic Development Commission (EDC) meeting to order at 7:00 p.m.

**II. PUBLIC COMMENTS (on non-agenda items): NONE**

**III. NEW BUSINESS: NONE**

**IV. UNFINISHED BUSINESS:**

**1. Report: C-PACE Program (Commercial Property-Assessed Clean Energy)**

The Commission reviewed handouts provided by Lisa Houlihan, Assistant Town Planner, which she received at the C-PACE program on December 4, 2012. The handouts reviewed were: Clean Energy Finance and Investment Authority (CEFIA) – About the Authority; Clean Energy Opportunity for Commercial Buildings in CT; Section 3, Program Process Flow - C-PACE Program Guidelines, and “Approving Resolution” drafted 8/16/12. The December C-PACE program was hosted by Pullman & Comley, LLC.

The Commission discussed the benefits this program would provide to local businesses and the return of investment to Ellington. If there is local interest, the Commission noted the importance of passing the enabling ordinance in order to be competitive with area municipalities. The Commission asked Ms. Houlihan to contact some local businesses (Rice Packaging, Dymotek, Dzens, Action Packaging and Meadowview Plaza) to gauge interest. It was noted that the

program applies to certain multifamily developments too. Ms. Houlihan suggested calling Chapman and Santini.

Ms. Houlihan will report back to the Commission next month for further discussion.

**2. Report: Tax Abatement**

Ms. Houlihan noted the draft amendments approved by the Commission. A request has been submitted to the First Selectman's Office seeking guidance as how to get the amendments before the Board of Selectmen's (BOS) Ordinance Committee.

A lead commissioner is needed to attend meetings (i.e. BOS, BOS's Ordinance Committee, Town Meeting, etc.) to assist in explaining the proposed amendments. Chairman Kelly stepped up as the lead on this initiative.

**3. Report: Agricultural Initiatives**

Noting the Commission's support of a tax exemption program on farm buildings since the passing of enabling legislation, Ms. Houlihan reported the approval of such a program at Town Meeting on 12/10/12. Copies of the approved Ordinance were distributed.

**4. Report: Business Directory**

Ms. Houlihan stated that the annual budget process for fiscal year 2013/2014 is underway. She distributed copies of the BOS & Board of Finance schedules. Noting the costs associated with offering a business directory and the lack of funding within the current budget, this expenditure needs to be included in FY 13/14 proposals for approval in order to move forward. Go-Local, a web and mobile business directory provider, supplied a quote of services including (\$1,000) one time charge for system installation, upload and configuration of all local businesses, training, branding and integration, marketing and support; ongoing monthly service fees are \$195. A web-based business directory versus a paperback directory is a superior alternative, noting that it is not static like a paper directory and has expansion possibilities for other town services, i.e. park & recreation.

A lead commissioner is needed to assist with drafting a budget support memo and to attend budget meetings in support of the budget request. Vice Chairman Todd stepped up as lead on this initiative.

**5. Report: Business Surveys and Site Visits**

Ms. Houlihan displayed the current Ellington business list she obtained from the Town Assessor. She noted the funding the Commission received last year to enlist an Ellington High School student to assist with reaching out to businesses to compile an accurate and up-to-date business contact list –this is needed for any type of business directory. Having a business contact list will help the Commission communicate programs, seminars and other beneficial matters with

Ellington businesses. Ms. Houlihan is seeking a qualified student to help with this initiative.

Commissioner Kelly asked that the completed questionnaires from last year's business visit be provided to the Commission in pdf format so that they could review.

**6. Report: Tax Incentive Programs**

This is a standing item on the agenda. There is nothing to report at this time.

**7. Report: Current Economic Activity**

This is a standing item on the agenda. There is nothing to report at this time.

**V. ADMINISTRATIVE BUSINESS:**

**MOVED (HURLEY) SECONDED (TODD) AND PASSED UNANIMOUSLY TO ADD TO THE AGENDA ELECTION OF OFFICERS FOR 2013.**

**MOVED (HURLEY) SECONDED (GAMBOA) AND PASSED UNANIMOUSLY TO NOMINATE COMMISSIONER KELLY FOR CHAIRMAN OF THE EDC FOR 2013. COMMISSIONER KELLY ACCEPTED THE NOMINATION.**

**MOVED (HURLEY) SECONDED (GAMBOA) AND PASSED UNANIMOUSLY TO NOMINATE COMMISSIONER TODD FOR VICE CHAIRMAN OF THE EDC FOR 2013. COMMISSIONER TODD ACCEPTED THE NOMINATION.**

**HEARING NO FURTHER NOMINATIONS, NOMINATIONS WERE CLOSED.**

**MOVED (HULREY) SECONDED (GAMBOA) AND PASSED UNANIMOUSLY TO ELECT COMMISSIONER KELLY FOR CHAIRMAN AND COMMISSIONER TODD FOR VICE CHAIRMAN OF THE EDC FOR 2013.**

**1. Approval of the November 14, 2012, regular meeting minutes.**

**MOVED (HULREY) SECONDED (GAMBOA) AND PASSED UNANIMOUSLY TO APPROVE THE NOVEMBER 14, 2012, MINUTES AS WRITTEN.**

**2. Correspondence:**

- a. 2013 approved meeting schedule. **So noted.**

**VI. ADJOURNMENT:**

**MOVED (HULREY) SECONDED (GAMBOA) AND PASSED UNANIMOUSLY TO ADJOURN AT 7:35PM.**

Respectfully submitted,

Lisa M. Houlihan  
Acting Recording Secretary